

DDI-2626-75

9 October 1975

MEMORANDUM FOR: See Distribution Below

SUBJECT : Privacy Act -- New OMB Guidance on Preparing  
Reports on New Records Systems and Modification

1. Attached for your information and, as appropriate, guidance are two copies of a paper from OMB on the preparation of reports which must be prepared and submitted whenever a new system of records covered by the Privacy Act is planned or whenever an existing system of records covered by the Privacy Act is modified. This OMB paper is a supplement to OMB Circular A-108 (published in the Federal Register July 9, 1975; copies were distributed earlier to all components) and supersedes part of that circular.

2. The O/DDA plans to issue a memorandum in the near future to provide guidance on in-house procedures for preparation of the reports or notices required in the attached.

3. I assume that you will make any necessary dissemination of the attached within your component.

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DDI/FIU

Attachment:  
As stated

Distribution:

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